

## **ENGLISH FOR EMPLOYABILITY – BEC – Cambridge Qualification**

**DELIVERED BY:** Business Institute of the University of Ulster

**LOCATION:** TBC

### **RATIONALE:**

The aim of the activity is to enhance the employability of non-native speakers of English as middle managers. This will be done by building on participants' competence in General English to improve their skills, accuracy and fluency in using the language of business, especially vocabulary, in a range of management and work-related contexts. The programme is suitable for managers and aspiring managers in Private sector organisations Manufacturing and service sector organisations.

### **COURSE CONTENT:**

The BEC examinations assess language skills in a business context. They are part of the Cambridge ESOL range of examinations [www.cambridgeesol.org](http://www.cambridgeesol.org) and are linked to the Common European Framework of Reference Levels published by the Council of Europe, 2001.

#### **The aims of BEC are:**

- To assess candidates' ability to operate in English in an international business environment
- To allow candidates to demonstrate to employers their ability to communicate in English with clients and colleagues
- To provide an internationally recognized examination to do this which is fair to all candidates and which is delivered to international standards.

This activity will involve the following components:

A training needs analysis to determine participants' starting point in both General work Business English across the four skills of listening, speaking, reading and writing

The design, documentation and delivery of a series of face to face workshops to introduce and practise the language of business: listening / speaking, reading / writing. These workshops will be for one day per week for 12 weeks per course. Participants will also be required to complete a range of private study activities to complement the class activities.

The provision of a series of progress tests to monitor individual attainment of programme objectives in preparation for BEC examinations at levels appropriate to individual language competence.

## **English for Employability condt**

### **Course Content:**

Course content is specifically developed around the language of business and will include the following:

- Describing work and careers
- The English of Socialising at work
- Managing Yourself
- Career planning and management
- Working in teams and groups
- Project planning and delivery
- Innovation and new product development
- Ideas generation and brainstorming
- Presentation Skills
- Researching new business opportunities
- Marketing
- The language of negotiation and selling
- The language of business meetings
- The language of customer service
- Managing Operations
- Dealing with complaints
- Decision making and problem solving
- Finding and exchanging business information
- The language of business finance
- Using online resources
- Interview Skills
- Exit testing
- Examination preparation
- BEC examination

**For Further Information, please contact:**

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## ENGLISH FOR EMPLOYABILITY – BEC – Cambridge Qualification Course Timetable

EVENT	TITLE	DATE
	Registration & Induction	Monday 2 <sup>nd</sup> Dec – 6.30 – 9.30pm
Week 1	Module 1	Mon 2 <sup>nd</sup> Dec 2013 6.30 – 9.30 pm Tues 3 <sup>rd</sup> Dec 2013 9.30am –1pm
Week 2	Module 2	Mon 9 <sup>th</sup> Dec 2013 6.30 – 9.30 pm Tues 10 <sup>th</sup> Dec 2013 9.30am –1pm
Week 3	Module 3	Mon 16 <sup>th</sup> Dec 2013 6.30 – 9.30 pm Tues 17 <sup>th</sup> Dec 2013 9.30am –1pm
Week 4	Module 4	Mon 6 <sup>th</sup> Jan 2014 6.30 – 9.30 pm Tues 7 <sup>th</sup> Jan 2014 9.30am –1pm
Week 5	Module 5	Mon 13 <sup>th</sup> Jan 2014 6.30 – 9.30 pm Tues 14 <sup>th</sup> Jan 2014 9.30am –1pm
Week 6	Module 6	Mon 20 <sup>th</sup> Jan 2014 6.30 – 9.30 pm Tues 21 <sup>st</sup> Jan 2014 9.30am –1pm
Week 7	Module 7	Mon 3 <sup>rd</sup> Feb 2014 6.30 – 9.30 pm Tues 4 <sup>th</sup> Feb 2014 9.30am –1pm
Week 8	Module 8	Mon 10 <sup>th</sup> Feb 2014 6.30 – 9.30 pm Tues 11 <sup>th</sup> Feb 2014 9.30am –1pm
Week 9	Module 9	Mon 17 <sup>th</sup> Feb 2014 6.30 – 9.30 pm Tues 18 <sup>th</sup> Feb 2014 9.30am –1pm
Week 10	Module 10	Mon 24 <sup>th</sup> Feb 2014 6.30 – 9.30 pm Tues 25 <sup>th</sup> Feb 2014 9.30am –1pm
Week 11	Module 11	Mon 10 <sup>th</sup> Mar 2014 6.30 – 9.30 pm Tues 11 <sup>th</sup> Mar 2014 9.30am –1pm
Week 12	Module 12	Mon 24 <sup>th</sup> Mar 2014 6.30 – 9.30 pm Tues 25 <sup>th</sup> Mar 2014 9.30am –1pm

**Exam 1<sup>st</sup> April 2013**

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